

## VACANCY ANNOUNCEMENT

(Announcement Number: 11-02)

The U.S. Embassy in Kathmandu is seeking an individual for the position of Voucher Examiner/Pay Liaison Clerk.

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner/Pay Liaison Clerk

**OPENING DATE:** January 12, 2011

**CLOSING DATE:** January 26, 2011

**WORK HOURS:** Full-time; 40 hours/week

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

### BASIC FUNCTION OF THE POSITION

The incumbent serves as a voucher examiner and the principal liaison for payroll issues. The incumbent prepares, examines, reviews and processes vouchers for certification and payment action. The incumbent serves as liaison with Financial Service Centers for pay, leave, allowances, and other payroll issues for both American and Locally Employed Staff.

### QUALIFICATIONS REQUIRED

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Bachelor's Degree in Business, Finance or Management/Accounting is required.
2. At least three years of progressively responsible experience in voucher examining, book keeping or accounting/auditing is required.
3. Level III (Good Working Knowledge) Speaking/Reading/Writing English is required. Level III (Good Working Knowledge) Speaking/Reading/Writing Nepali is required.
4. Good knowledge of procedures associated voucher examining and accounting is required. Good knowledge of payroll administration, time and attendance reporting is required.
5. The ability to use various Windows-based computer applications such as MS Outlook, MS Excel and MS Word is required. The ability to learn and use various specialized software packages including computerized pay systems is required. Good interpersonal skills are required.

## **TO APPLY**

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: [http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html)

**SUBMIT APPLICATION TO (Please clearly mark your envelope as “Application for Voucher Examiner/Pay Liaison Clerk”)**

Human Resources Office  
G.P.O. Box 295  
Kathmandu, Nepal

Email: [recruitktm@state.gov](mailto:recruitktm@state.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**

**WOMEN ARE EQUALLY ENCOURAGED TO APPLY**

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